



OFFICE OF THE LOCAL CHILDREN'S BOARD

HOWARD COUNTY DEPARTMENT OF COMMUNITY RESOURCES AND SERVICES

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Local Children's Board of Howard County FY19 Request for Proposal Psychiatric Rehabilitation Services

The Office of the Local Children's Board in the Department of Community Resources and Services is seeking proposals from eligible entities to provide psychiatric rehabilitation services (PRP) for Building Youth Resiliency clients who qualify for the service. **The submission deadline is 4:00 pm on Friday, December 21, 2018.**

The Local Children's Board of Howard County is dedicated to ensuring that all children, youth and families in Howard County have the right to succeed, regardless of zip code, ethnicity or income level. The board facilitates a collaborative approach to providing supports to children, youth and families to ensure they grow and thrive.

Background Information

Psychiatric rehabilitation services promote "recovery, full community integration and improved quality of life for persons who have been diagnosed with any mental health conditions that seriously impairs their ability to lead a meaningful life. PRP services are collaborative, person directed and individualized" (*US Psychiatric Rehabilitation Board, September 2007*). PRP services are an essential element of the continuum of human services, and should be evidenced-based. These services focus on skill development and how to access resources that clients need to increase their ability to be successful and healthy.

Benefits of PRP include the ability to rehearse therapeutic skills, allowing clients and parents to practice skills learned in therapy and apply them in a home setting. These services are typically provided in the home or in the community. Visits in the office of the PRP provider should happen rarely if at all because the very essence of PRP is to serve the client in the home. In addition, PRP services for children and youth are especially valuable because they also support the parent in establishing structure and strengthening the home environment to better meet the needs of the client. Services should also include case managers spending time in the community with their clients to build strong trusting relationships.

While PRP services are only covered typically by Medicaid, these grant funds are to be used to provide these services for any qualifying Building Youth Resiliency client regardless of insurance status.

The Department of Community Resources and Services provides vital human services through its offices of ADA Coordination, Aging and Independence, Children and Families, Community Partnerships, Consumer Protection, Local Children's Board, and Veterans and Military Families.

Howard County Government, Allan H. Kittleman County Executive

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Rehabilitation Specialists must be licensed clinicians and should be supervising the case managers, complete all intakes and develop and review the individualized rehabilitation plans/treatment plans every 3-6 months.

In Howard County, the organization providing PRP services must partner directly with the Building Youth Resiliency program, which is also funded by the Office of the Local Children's Board and implemented by Family and Children Services, Inc. Monthly partner meetings between the PRP vendor and Family and Children Services, Inc. is required.

Eligible applicants must demonstrate an understanding and experience providing PRP services to families with complex needs.

Scope of Services

The Howard County Local Children's Board is seeking proposals from organizations that meet all the requirements included below.

1. Ability to successfully implement evidenced-based PRP services for Building Youth Resiliency clients in FY19. The vendor will be asked to establish an MOU with Family and Children Services to ensure client confidentiality and to clearly define roles across the two organizations, which will include required monthly (at the minimum) meetings.
2. Proven track record of providing high quality PRP services to diverse populations with complex needs.
3. Understands the context of Howard County and has familiarity with the county's human service organizations and experience partnering with social service departments within the State of Maryland.
4. Regularly monitors progress and measures impact of the program to ensure successful implementation, which includes monthly reports to the Office of the Local Children's Board.

Budget Information and Additional Information

Programs should provide a detailed cost breakdown and narrative using the budget template that accompanies this RFP. The total award for this RFP is \$20,000.

The grantee is required to submit monthly invoices and quarterly reports to the Office of the Local Children's Board. Monthly reports must include key data points to monitor program progress and impact as designated by the Office of the Local Children's Board.

RFP Submission

Submission should include:

- A. **Organization Description:** A brief introduction to the organization, overview of the history, description of services provided and specific experience in Howard County. Include a summary explaining why the organization is responding specifically to this RFP and all relevant organizational contact information.
- B. **Program Description:** A detailed description demonstrating your organization's experience providing evidence-based PRP services to the eligible Building Youth Resiliency clients. Include strategies the organization will use to effectively administer the services. Be clear about the organization's experience partnering with other organizations to coordinate services as well as experience serving children and youth with intensive needs and complex trauma.
- C. **Capacity:** A detailed description of the organization's capacity to provide PRP services to eligible Building Youth Resiliency clients. Responses should include successes, challenges and lessons learned. This section should also include a clear staffing plan with a description of key staff members, their education and experience that demonstrates their qualifications to successfully implement these services.
- D. **Performance Measurement:** Clearly define the performance measures that will be used to monitor progress and measure impact. In addition to program outcomes, please describe how the organization will hold itself accountable to ensure successful implementation. Both organizational measures as well as program specific measures should be used.
- E. **Budget and Budget Narrative:** Please provide a detailed cost breakdown and narrative using the attached budget template provided.
- F. Applications should include a minimum of one letter of support.

Review Process

A subset of the Local Children's Board will evaluate the responses based on the qualifications, background, experience, and apparent reasonableness of the applicant's fee structure. The Howard County Local Children's Board retains the right to negotiate the final proposed fee schedule prior to selecting any respondent for an award. Awards for this RFP are contingent upon receiving grant funds.

Submission and Questions

Applicants are required to submit proposals via email to Kim Eisenreich at kaeisenreich@howardcountymd.gov. Email submission must be completed by the date detailed in this RFP. The deadline will be strictly enforced. Faxed, mailed, or hand-delivered proposals will not be accepted.

Questions may be submitted in writing via email to Kim Eisenreich
kaeisenreich@howardcountymd.gov through December 14, 2018.

If you need this document in an alternate format, contact the Office of the Local
Children's Board at 410-313-1461 (voice/relay) or email
kaeisenreich@howardcountymd.gov.